

Seattle Community Colleges
Supplier Diversity Strategic Initiative
February 10, 2011

Statement of Commitment

Seattle Community Colleges (SCC) is committed to maximizing opportunities for certified minority and women owned businesses to contract with the SCC for the procurement of goods and services. Seattle Community Colleges is dedicated to ensuring the certified businesses are given maximum practicable opportunity to directly and meaningfully participate and that access to procurement opportunities is fair and equitable.

Responsibility

The Chief Financial Officer is responsible for directing the Supplier Diversity Strategic Initiative at the Seattle Community Colleges.

Strategic Approach to Outreach

Seattle Community Colleges will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms' participation in procurement activities including but not limited to the following:

1. Provide opportunities to all vendors and contractors through open competition, and to maximize opportunities for small businesses and minority-owned and women-owned business enterprises (MWBE)
2. Post all the purchasing and contracting opportunities on the Washington Electronic Business Solution (WEBS), and check OMWBE website or contact OMWBE directly if no certified MBE or WBE firms are identified for a specific commodity or service
3. Draft and publish all formal and informal solicitations in such a manner to encourage successful competition by MWBE firms
4. Review large scale contracts to determine appropriateness, and un-bundled when practicable to maximize MWBE firm participation
5. Work with project managers to assure certified MWBE firms are given opportunities to compete, and invite OMWBE to speak at pre-bid meetings for large (new construction) projects

6. Work with project managers to maximize time frame for firms to respond to bids
7. Exercise independently those powers granted under RCW 28B.10.029 to purchase from alternative besides the Department of General Administration (GA) contracts to increase opportunities for certified MWBE firms to do business with SCC
8. Participate in vendor outreach programs such as the annual training provided by the Department of General Administration
9. Provide all SCC procurement card (P-card) holders a list (updated annually) of certified MWBE suppliers by type of commodity

Staff Training

The Chief Financial Officer assumes overall responsibility for training efforts on behalf of our Supplier Diversity Strategic Initiative.

The Purchasing Manager will provide both annual and as-needed training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

The Accounting Manager, in collaboration with Business & Finance staff, will provide both annual and as-needed training to Accounts Payable staff regarding the use of appropriate sub-object codes for OMWBE reporting. The Chief Financial Officer or designee will review all payment documents for accurate coding.

The Purchasing Manager will provide both annual and as-needed training to procurement card holders regarding direct purchases from certified MBE and WBE suppliers.

Goals and Objectives

Annual Goals – Process

In order to set meaningful, realistic and attainable goals, Seattle Community Colleges will do the following:

1. Collect historical data by type of procurement (direct buy, bid, capital project) and, if possible, by commodity or type of commodity - i.e., office supplies

2. Compile, analyze and interpret data to create a baseline
3. Determine availability of MWBE suppliers for types of commodity or procurement activity
4. Determine realistic annual goals based on baseline results and available MWBE suppliers.

Annual Goals

Seattle Community Colleges annual fiscal year goals will be determined after the goal setting process is complete. After the initial fiscal year goal is set, goals established for subsequent fiscal years shall take into consideration the number of MWBE firms available, and SCC's success rate at meeting its previous goals, and whether there is an opportunity to encourage additional MWBE firms to participate, particularly in areas of historical under-representation by MWBE firms.

Our process for setting individual contract goals will follow the same strategies as outlined above for setting annual goals.

Record Keeping and Reporting

Record keeping related to the SCC's Supplier Diversity Strategic Initiative, including copies of contracts, awards, and purchase orders will be kept in the Purchasing Department. Procurement card holders will keep source documentation related to procurement card transactions in their individual departments.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Business & Finance Department, under the direction of the Chief Financial Officer. As noted above, Accounts Payable staff will be trained in the use of accurate sub-objects for OMWBE reporting and the importance of accuracy in data entry. The Chief Financial Officer or designee will review payables documents for accuracy in sub-object reporting. The Business & Finance Department will conduct quarterly on-line reviews of P-card activity for the purposes of OMWBE reporting. Quarterly reports will be provided to OMWBE on behalf of each college in the CTC system by the Center for Information Services.

Second Tier Contracting & Reporting

The Business & Finance Department, under the direction of the Chief Financial Officer, and appropriate budget officer(s) will work with prime contractors to identify all MWBE subcontractors and type of work being sub-contracted, collect data, and review progress payments for all capital construction projects. The Business & Finance Department will report the MWBE participation to the GA's Engineering & Architectural Services through progress payment requests.

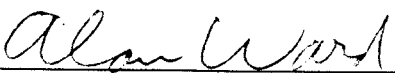
Dispute Resolution

Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Purchasing Manager, in collaboration with the individual department manager involved in the dispute. Complaints related to the SCC's Supplier Diversity Strategic Initiative will first be investigated by the Purchasing Manager, who will present findings and recommendations to the Chief Financial Officer. The Chief Financial Officer will be responsible for the final disposition of the complaint.

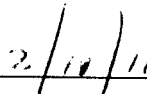
Review and Assessment

The Purchasing Manager will review all competitive procurement policies, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

The Supplier Diversity Strategic Initiative will be reviewed and updated annually to reflect adjustments to our on-going efforts to promote supplier diversity. As part of the annual goal-setting process, the Purchasing Manager, Chief Financial Officer, and others as delegated by the Chancellor, will review the entire plan and propose additions, changes, or deletions.



Alan Ward
Chief Financial Officer



Date